

**SUGGESTED  
WORKSHEET/GUIDELINE  
FOR REVIEWING RULE 14  
IN  
APPROVED NONPUBLIC SCHOOLS  
(K-12)**

**Accreditation and School Improvement  
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## **RULE 14 WORKSHEET FOR APPROVED K-12 NONPUBLIC SCHOOLS**

*This worksheet provides a self-check for reviewing Rule 14. Please read each regulation in full to determine precise requirements for your school.*

- |                                   |   |   |   |
|-----------------------------------|---|---|---|
| <input type="checkbox"/> 004.01A  | Certificated teachers   | <input type="checkbox"/> 004.02D3   | Periodicals   |
| <input type="checkbox"/> 004.01D  | Graduation requirements   | <input type="checkbox"/> 10 secondary (6 if electronic format is available) |   |
| <input type="checkbox"/> 004.01E  | School year (1080, 1032)  | <input type="checkbox"/> 004.02D4   | Safe and healthful buildings  |
|                                   | <input type="checkbox"/> 400 for kindergarten (if provided)                                       | <input type="checkbox"/> 004.02E1   | Written report of student performance and demographics                                      |
| <input type="checkbox"/> 004.02A1 | Policies; <input type="checkbox"/> annually updated   | <input type="checkbox"/> 004.02E2   | Norm-referenced assessment conducted (except K-1)   |
|                                   | <input type="checkbox"/> on file in each building   | <input type="checkbox"/> 004.02E3   | Criterion-referenced assessment conducted   |
| <input type="checkbox"/> 004.02A2 | Policy on instructional hours   | <input type="checkbox"/> 004.02E4   | Each three years a follow-up study of H.S. graduates  |
|                                   | <input type="checkbox"/> 1080 secondary   | <input type="checkbox"/> 005.01   | Weekly schedule for elementary school includes:   |
|                                   | <input type="checkbox"/> 1032 elementary  |   | <input type="checkbox"/> reading and language arts, <input type="checkbox"/> math,          |
|                                   | <input type="checkbox"/> 400 kindergarten (if applicable)   |   | <input type="checkbox"/> social studies, <input type="checkbox"/> science/health,           |
|                                   | <input type="checkbox"/> includes conditions for excusing students                                |   | <input type="checkbox"/> P.E., <input type="checkbox"/> art, <input type="checkbox"/> music |
| <input type="checkbox"/> 004.02B1 | School purposes and goals   | <input type="checkbox"/> 005.02A  | Elementary teachers endorsed (90% FTE)  |
|                                   | <input type="checkbox"/> copy provided to each staff member                                       | <input type="checkbox"/> 005.02B  | Elementary school has head teacher or principal   |
| <input type="checkbox"/> 004.02B2 | Curriculum guides or frameworks:  |   | (10 or more teachers have half-time principal)  |
|                                   | <input type="checkbox"/> core curriculum areas, library, guidance                                 | <input type="checkbox"/> 006.01A  | High school program provides 200 instructional units  |
|                                   | <input type="checkbox"/> written composition in each core area                                    | <input type="checkbox"/> 006.01C1   | Language arts – 40 instructional units  |
| <input type="checkbox"/> 004.02B3 | Cumulative files for each student   | <input type="checkbox"/> 006.01C2   | Social science – 30 instructional units   |
| <input type="checkbox"/> 004.02B4 | Interschool athletic limitations, junior high and elementary                                      | <input type="checkbox"/> 006.01C3   | Mathematics – 20 instructional units  |
|                                   |   | <input type="checkbox"/> 006.01C4   | Science – 20 instructional units  |
| <input type="checkbox"/> 004.02C1 | Head administrator has superintendent's endorsement   |   | <input type="checkbox"/> includes biological and <input type="checkbox"/> physical sciences |
| <input type="checkbox"/> 004.02C2 | Other administrators hold appropriate endorsements  | <input type="checkbox"/> 006.01C5   | Vocational education – 40 instructional units   |
| <input type="checkbox"/> 004.02C3 | Certificates on file in administrative office   | <input type="checkbox"/> 006.01C6   | Health and PE – 10 instructional units  |
| <input type="checkbox"/> 004.02C4 | Ratio (pupil/certificated staff) 30 to 1  | <input type="checkbox"/> 006.01C7   | Visual and Performing Arts  |
| <input type="checkbox"/> 004.02C5 | 10 hours staff development each year  |   | <input type="checkbox"/> 5 music instructional units  |
| <input type="checkbox"/> 004.02D1 | Library media available all day;  |   | <input type="checkbox"/> 5 art instructional units  |
|                                   | <input type="checkbox"/> resources classified   | <input type="checkbox"/> 006.01C8   | Computer education  |
|                                   | <input type="checkbox"/> elementary school encyclopedia 6 yrs. old or less                        | <input type="checkbox"/> 006.01D  | Grades 7 & 8 requirements in secondary schools  |
|                                   | <input type="checkbox"/> secondary school 2 encyclopedia 5 yrs. old or less                       | <input type="checkbox"/> 006.02A  | Secondary teachers endorsed   |
| <input type="checkbox"/> 004.02D2 | Additional library resources; annual requirement  |   | (70% of all instructional units for <u>all</u> classes)                                     |
|                                   | <input type="checkbox"/> 25 per teacher or 150 per school (100 if electronic format is available) | <input type="checkbox"/> 006.02B  | Secondary school principal  |
|                                   |   |   | <input type="checkbox"/> 10 teachers – half-time principal                                  |
|                                   |   |   | <input type="checkbox"/> 20 teachers – full-time principal                                  |